Model Private School

School Calendar and Public Holidays Policy

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	30-March -2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April -2026

1. Purpose

This policy outlines the framework for the preparation, communication, and implementation of the school's annual calendar, including academic terms, holidays, and public holidays as per government and ADEK guidelines.

---

2. Scope

This policy applies to all students, parents, and staff members of the school and governs all academic and administrative operations related to the school calendar.

3. Policy Statement

The school calendar shall be planned and implemented in accordance with the directives issued by the **Abu Dhabi Department of Education and Knowledge (ADEK)** and the **UAE Government**.
The calendar ensures adequate instructional days, appropriate breaks, and recognition of official public holidays.

4. Calendar Development

- The **school leadership team** will prepare the proposed calendar each year based on ADEK-approved guidelines.
- The calendar will include:
    - Term start and end dates of the academic year.
    - Assessment Days include internal, external and tentative board examination.
    - Designated holidays and breaks.
    - ADEK-approved minimum instructional days.
- Submit the calendar as per the timeline communicated by Adek.
- Any modification in the school calendar will be communicated to parents and staff in advance.

5. Public Holidays

- The school will observe all **official UAE public holidays** as declared by the **UAE Government** and approved by **ADEK** each academic year.
- Public holidays are subject to change as per the announcement of UAE authorities.
- If any declared holiday falls during an academic week, the school will adjust teaching days accordingly to meet the minimum instructional requirement.

6. Communication

- The approved **school calendar** will be communicated to all staff and parents before the commencement of the academic year via circular and by publishing on the school's website.
- Updates or changes will be shared through official school communication channels such as circulars, the school website, or the parent portal.

7. Responsibilities

- **Principal:** Ensures the calendar aligns with ADEK regulations and instructional requirements.
- **Vice –Principal :** Plans academic activities according to the approved calendar.
- **Administration:** Communicates updates to parents and manages logistics related to holidays and term breaks.
- **Parents:** Are expected to plan family commitments and travel according to the approved school calendar to ensure student attendance and continuity in learning.

---

8. Policy Review

This policy shall be reviewed annually or upon any regulatory change issued by ADEK or the UAE Government.